

GENERAL MEMBERSHIP MEETING MINUTES

**Cherberg Building, Conference Rooms A, B, C
Capitol Campus
September 14, 2004
9:00 a.m. – 3:00 p.m.**

WELCOME AND INTRODUCTION OF MEMBERS:

Each member introduced themselves and gave their agency and job title. There was a short reminder to vote in the state primary election followed by a discussion of the primary basics.

GOVERNOR'S UPDATE:

Carol Jolly of the Governor's Policy Office addressed the members. She had recently attended an annual OFM forum that brings in outside speakers. There was an interview with Governor Locke followed by a question and answer session. Governor Locke indicated that one of his greatest satisfactions as Governor was being able to hand out Promise scholarships. Also, the Governor has enjoyed going to the schools and meeting people who have benefited from his reading program. What has surprised the Governor about his terms as Governor? He is not new to public service, however, the breadth of issues that need to be dealt with and the intensity of dealing with your time are incredibly demanding. Governor will be leaving trips to China and Viet Nam. Ms. Jolly described a typical day in the life of the Governor. Governor Locke sends a message to state employees to stay focused on jobs during the election process and during the transition that will follow. He is currently working on transition papers. ICSEW will prepare and submit information for the transition notebook.

COMMITTEE REPORTS:

Communications (Lonnie Peterson): Since the Transition Meeting in July, the Communications Committee has worked on the ***InterAct*** newsletter as well as helped our new Web Site Developer, Julie Woods, get acquainted with the ICSEW Web site. Julie's first task is to update the Membership page and then begin cleaning up the rest of the Web site. The September/October issue of the ***InterAct*** has been published and was full of original material written by ICSEW members. Any member who submits an original article will be given an ICSEW "***InterAct*** Contributor" pen. Those receiving pens at the meeting were: Kristin Partain for her "Women Leaders in State Government" article, Kim Starkey for her article on managing stress, and Angela Gregg for her "Spotlight Article." Vicki Meyer and Wendy Sue Wheeler also received pens for always having

training information in each issue of the ***InterAct***. Lonnie has been working with Vicki Rummig and Gina Maynard on the new ICSEW Listserv. It seems to be up and running and working well. The Communications Committee will be working today on their Business Plan as well as coming up with ideas for the next ***InterAct***. The deadline for articles for the next issue is October 20. Please fax, e-mail, or campus mail them to Lonnie. If you wish to reprint an article, please make sure you get permission to do so before sending it to Lonnie. If you are submitting photos, please make sure they are in .jpg format.

Membership Committee (Gina Maynard): The Committee is working on membership directory and getting their information on Listserv. The Committee's focus will be on ensuring that all agencies have representatives to the ICSEW. The Committee will be coordinating the membership process with the Governor's Office.

Personnel System Reform Committee (Connie Riker): No report at this time.

Promotions and Career Opportunities Committee (JoAnne McDaniel): The Committee is working on their Business Plan. The Committee wants to work closely with the Education Committee on training and is working on a needs assessment survey. The Committee will be researching position openings and providing articles for the ***InterAct***. The Committee will be compiling a "Blow Your Own Horn" brochure. They will be doing some research on personal vision and creating an action plan. Based on the results to their survey needs, the PCOC Committee will work with the Education Committee to develop training.

Historian (Kim Starkey): Kim has boxes at her house full of ICSEW information that needs inventorying and needs to be organized.

Health and Wellness Committee (Jan Olmstead): Jan introduced the Health and Wellness Committee members. The Committee has met twice since the transition meeting. The Committee will be focusing on holistic health. They are working on a wellness survey to go to all agencies which they are coordinating with the PCOC Committee. They will be doing a wellness activity at each of the membership meetings as a regular part of the agenda. The Committee has recently surveyed each state agency for health and wellness committee chairs or contact. A brochure from U.S. Office of Women's Health and a brochure on cubicle yoga were distributed.

Conference Committee (Melissa Beard): Melissa has received past conference materials from Pat Delaney (the previous conference chair) but has not personally met with her. Melissa has received the conference wrap-up information from Vicki. Chambers of Commerce were contacted in Spokane, Tri-Cities, Wenatchee, Walla Walla, Yakima and Moses Lake for possible location suggestions. The next steps include establishing a decision making process and deciding what needs to be accomplished in the next year.

Education Committee (Wendy Sue Wheeler): The recent Car Maintenance course that was offered by the Committee was very well received. The Committee is considering taking the class on the road to Eastern Washington. The Live Debt Free class is full and the Committee will most likely sponsor another class. The Develop your Professional Image class was held on the day of the general membership meeting. Kathy Bote's classes are popular. Classes on How to Say What You Want and Get What You Need are being offered. Self Defense classes will be held in November and December at the Labor and Industries Building. The Committee is always looking for rooms to hold their training sessions. The Committee is working on sponsoring a Domestic Violence Class. Wendy Sue is the contact for the Clothing Drive. Clothing can be picked up at the November general membership meeting. Both male and female clothing is being accepted.

Take Our Sons and Daughters To Work Day (Misty Ross): Misty's report will be given during the ad hoc voting agenda item.

Policies (Dianna Gifford, ISCEW Vice Chair): Dianna working on ISCEW policies. Each committee writes their own policy. There is a policy on policy development that should help with consistency for ICSEW policies. The policies will be finalized September 17th. Dianna will distribute the policies. Four policies were written last year but not adopted. If there are grammatical changes, etc. to a policy, it will not require membership review. Substantive changes to policies will require re-review of the membership.

Treasurer Report (Vicki Rummig): Vicki distributed a copy of the ICSEW budget. Anything spent on classes and conferences are considered event costs. Administration costs include recognition, Listserv, and transition meeting expenses. In the future we'll see the listing for the current year. Vicki will produce balance statements which include costs approved in the business plan and included in the ICSEW budget. Executive Board approval is required for expenditures up to \$500. Expenditures over \$500 require approval of the general membership meeting. Approvals are generally done via email. Caution: Do not "Reply All" if unnecessary.

AD HOC COMMITTEE VOTING:

Voting for Ad Hoc Committee can be by members only, unless by proxy. The four Ad Hoc Committees that were up for vote were: The Promotion and Career Opportunities Committee (PCOC) and Take Our Sons and Daughters to Work Day (TOSADTWD) Committee, Personnel System Reform Committee (PSRC) and the Health and Wellness Committee.

JoAnne McDaniel of the PCOC Committee gave a briefing on the goals of the Committee. They will be doing a needs assessment, developing career pathways through articles on the Interact, developing brochures, developing an action plan. A motion was made and seconded to keep the Promotion and Career Opportunities Committee. All members voted and approved to keep the Committee.

Misty Ross of the TOSADTWD Committee said that last year the group provided clearinghouse of information. They will be doing a survey to determine whether state agencies want to do a statewide event or not. They can offer a website of information. They will check with the new Governor to determine the direction s/he will take with regard to the event. Preliminary reports have indicated that most favor local events. There is generally a hard time getting participation on the Committee. A suggestion to alternate statewide events with non-conference years was tabled. A motion was made and seconded to keep the Take Our Sons and Daughters To Work Day Committee. All members voted and approved to keep the Committee.

Connie Riker of the PSRC said that Sandi Stewart did an excellent job in explaining the rule changes. This Committee's focus on will be on education within the ICSEW and throughout the state. The Committee will become involved in the development of the rules. The Committee plans to stay very active and up on all of the newest developments. A motion was made and seconded to keep the Personnel System Reform Committee. All members voted and approved to keep the Committee.

Health and Wellness Committee: The purpose of the Committee is to share information on health and wellness through activities and through the Interact. The Committee will be getting involved in Women's Health Week and Breast Cancer Awareness. They will be working in collaboration with health agencies to do a health and wellness fair. A motion was made and seconded to keep the Health and Wellness Committee. All members voted and approved to keep the Committee.

NEW HR RULES BRIEFING:

Sandi Stewart did a presentation on Civil Service Rule Changes. The Powerpoint handout is attached.

LUNCH

BUSINESS PLAN DEVELOPMENT/EXPECTATIONS:

Each subcommittee will make an action plan and submit it to the Executive Board. Approved plans will be put into the consolidated business plans. Be sure to make the plans realistic, not full of unattainable goals. Templates were emailed to current chairs from the last budget plans.

NEW BUSINESS:

This will be a new item on the agenda each meeting. If there is something you want to bring up to the committee, this is the appropriate time.

Clarification was requested on the impression that some agencies have internal ICSEW workgroups. There was a question regarding funds raised by these groups and the use of

those funds. There is no connection between the agency specific groups and the ISCEW. There is no official position on the relationship. Vicki will draft the policy working with Simone and Jan.

The Membership Committee had a drawing for candles, scratch tickets, etc. Feedback on today's meeting should be mailed to Vicki.

Formal meeting concluded and moved to Committee Breakout Sessions

COMMITTEE BREAKOUT SESSIONS